

**MINUTES OF PUBLIC MEETING OF THE  
ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
ADMINISTRATIVE AND LEGAL COMMITTEE**

**DRAFT**

A public meeting of the Arizona Geographic Information Council was convened on January 8, 2020 at 1:00 pm at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 in room 425. Present at the meeting were the following members or designees of the AGIC Administrative and Legal Committee:

**Table 1: Committee Voting Members**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Eric Feldman, Co-Chair	Maricopa County	Yes, In Person
Shea Lemar, Co-Chair	AZ State University	Yes, Phone
James Meyer	AZ Department of Transportation	Yes, In Person
Jason Howard	Maricopa Assoc. of Governments	Yes, Phone
Jenna Leveille	AZ State Land Department	Yes, In Person
Lucas Murray	AZ Dept of Economic Security	Yes, Phone
Steven Whitney	Pima County	Yes, Phone

**Table 2: Public Members At-Large**

<b>Member</b>	<b>Agency/Company</b>	<b>In Attendance</b>
Kevin Blake	Yavapai County	Yes, Phone
Aparna Thatte	Mesa Public Schools	Yes, Phone
Ryan Johnson	AZ State Land Department	Yes, In Person

- I. **Call to order:** Meeting was called to order at 1:03 pm; Introductions were made by the committee; around the table and on the phone, ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from October 2019:** Motion to approve minutes made by Jenna and seconded by Shea. Motion passed.
- III. **AGIC Council Roster Updates:** Everyone who intended to renew their membership and had September 2019 expiration dates have been renewed. Jim Jarvis recently resigned and, at this time, no replacement has been identified. Jenna showed the most recent document she had which listed 7 vacant positions> Boards and Commissions is still working on some new applications that may get approval soon. She emphasized the need to find people from local governments and GIS consortia to serve on the council. She has some ideas but has not approached anyone at this time.

There was a question about reducing the number of council members required. However, membership is in statute and any changes would require legislative

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action. Ryan brought up that because it can take nearly a year to have people appointed to the council, AGIC may never have a full roster. As long as the council can meet quorum, this may not be an issue. If it becomes an issue, the Arizona State Land Commissioner can request Boards and Commissions to approve someone immediately but that should only be used if needed. So far, the council has not had issues with meeting quorum. In answer to Shea's question, Jenna informed the committee that quorum is based on the total number of AGIC members and not on the number of positions that are filled.

Shea offered to create a graphic showing the composition of the council roster, highlighting the number of vacant positions in relation to filled positions. She will work with one of her staff to complete this to have it available for the next council meeting.

**Action Items:**

- Shea will work with her staff to create a graphic of the council roster, which will be used at the next council meeting.
- A discussion on vacant positions will be added to the next Admin and Legal committee meeting agenda.

- IV. AGIC Organizational Chart and Website Updates:** The council leadership and roster need to be updated on both the AGIC website and organizational chart; new workgroups will need to be added to the chart; and the 2020 work plans will need to be uploaded to the website. Jenna and Lucas will update the website and chart as needed and will upload the work plans once they are approved at the next council meeting in February.

**Action Item:** Jenna and Lucas will update the website and organization chart with new information. They will also upload the new 2020 work plans after they are approved at the next council meeting.

- V. NSGIC Member List:** Two years ago, the National States Geographic Information Council (NSGIC) were discussing making changes to their membership requirements. Jenna believes NSGIC will not move forward on those changes.

Jenna stated that the NSGIC membership roster for Arizona has not been updated in at least two years and recommended all council members and AGIC leadership be added/updated to the NSGIC membership roster. Jim agreed that these should be the minimum requirement but we should consider adding active committee members at the committee chair's discretion. Another suggestion was to add those serving on NSGIC committees. Shea noted that anyone can get an Institutional Membership to NSGIC. The committee decided to table the discussion of additional members until the next Admin and Legal meeting.

**Action Item:** Jenna will develop a list of current council members and leaders

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that are recommended to be added to the NSGIC membership and will review the list with the Admin & Legal committee at the next scheduled committee meeting.

- VI. 2020 Work Plan:** Lucas presented the 2020 work plan and 2019 accomplishments with the changes the committee recommended during the October meeting. Jenna asked to remove discussions or actions about SPCS2022 from the goals since no actions will be taken on that item until at least 2022 or later and the group agreed. Lucas motioned and Jenna seconded to have the committee approve the changes in the work plan and accomplishments documents, including removing the SPCS2022 section, and refer them for council approval. The motion passed.
- Action Item:** Lucas will update the work plan and accomplishments documents and send them to the co-chairs and Jenna to include in their council report.
- VII. Outreach Committee Request to Purchase Display Materials:** The Outreach Committee will be asking the council for funds to pay for new display materials, including a tablecloth and display stands to be used at events and conferences. They requested Admin and Legal to review their request (including costs) and recommend a not to exceed funding limit before approaching the council. The committee reviewed their request and the most recent budget report from the November council meeting. Steve motioned and Lucas seconded to approve a \$1,000 limit in spending for the Outreach Committee's request. The motion passed.
- VIII. AZGeo Rebuild Update:** Ryan updated the committee on the status of the AZGeo rebuild. The rebuild is scheduled to be released in June. A work plan for the rebuild has been created. Currently, Arizona State Land is working on setting up ArcGIS Hub and finishing the main page. They are also migrating Arizona Department of Transportation applications and data.
- IX. AGIC Data Standards Revision Initiative:** The AZGeo workgroup had discussed updating the AGIC Data Standards document that was last updated in 2008. Jenna spoke with Jack Avis and Michael Dennis, who recommended not moving forward with the updates. The American Society for Photogrammetry and Remote Sensing (ASPRS) already have a standards document that AGIC can refer people to. They recommended Ryan talk with the council about referring AGIC members and affiliates to the APLS document.
- X. SPCS2022 Information Flyer Update:** Since Jack Avis and Brian Fisher were not at the meeting, this discussion was tabled until the next committee meeting in April.

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**Action Item:** Co-chairs will ensure Jack and Brian receive an invitation to the next meeting.

- XI. SPCS2022 Legislative Process to Propose ARS Revisions:** Ryan reported the process for AGIC to introduce legislation starts with the Arizona State Land Department (ASLD) Legislative Liaison. Upon their approval, the discussion would then be elevated to the ASLD Commissioner and then the Governor. With their support, AGIC would then need someone to sponsor the bill before it can be read at the House of Representatives.

Due to the complexity required for AGIC to introduce legislation, Ryan does not recommend AGIC introduce any SPCS2022 legislative changes. The committee agreed that the Arizona Professional Land Surveyors (APLS) would be a much more direct and logical group to introduce this type of legislation. Jim felt that it is too early to be doing anything about SPCS2022 and legislation. For now, Admin and Legal will keep an eye on this process but no further actions will be taken.

To help with any future activities that AGIC may need to introduce legislation for, Ryan will build an infographic explaining the process AGIC would need to follow.

**Action Item:** Ryan will build an infographic of the process AGIC will need to follow if they need to introduce legislation to the Arizona House of Representatives.

- XII. AGIC Membership Handbook Update:** Lucas reported that the committee had been planning on updating the manual for the past 2 years but other priorities kept pushing back this effort. The committee agreed that now would be a good time to address updates to the manual.

Shea motioned and Jenna seconded to create a Members Manual for AGIC (MMA) Update work group that would focus on updating the manual. The motion was passed unanimously. Jason, Eric, Jenna, and Lucas volunteered to be on the workgroup and Shea volunteered to assist if the group requested her help.

**Action Item:** The AGIC Manual Workgroup will meet and then report back to this committee in April with an assessment of the workload required to update the manual.

- XIII. Items for Council Report:** The following items will be added to the February Council Meeting agenda for the Admin and Legal Report:

- 2020 work plan and 2019 accomplishments
- Formation of new AGIC Manual workgroup
- Updates to NSGIC membership list
- Updates to AGIC Council roster

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Shea recommended the committee develop bullet points and graphs/visuals to display on the screen during the council report. Due to the limited time the co-chairs will have to report during the meeting, the visuals will help them stay within their time limits. Shea, Jenna and Eric volunteered to develop the visuals ahead of the council meeting

**Action Item:** Shea, Jenna and Eric will develop visuals that will be used during the Admin and Legal report of the next council meeting.

- XIV. Information or Topics for Future Meetings:** The next Committee meeting will be scheduled for April 8, 2020.
- XV. Call to the Public:** None
- XVI. Adjourn:** Adjourned at 2:30 pm